

THE AWARD

THE DIRECTOR OF THE ADMINISTRATIVE OFFICE OF THE U.S. COURTS (AO) ESTABLISHED THE DIRECTOR'S AWARD FOR EXCELLENCE IN COURT OPERATIONS TO RECOGNIZE EMPLOYEES OF THE FEDERAL COURTS FOR OUTSTANDING ACHIEVEMENTS IN IMPROVING THE OPERATION OF FEDERAL COURTS. WITH THIS AWARD, THE DIRECTOR SEEKS TO RECOGNIZE THOSE EMPLOYEES FOR THEIR CONTRIBUTIONS IN IMPROVING THE OPERATIONS OF THE COURTS THROUGH THE PUBLICATION OF THE AWARD RECIPIENTS ACCOMPLISHMENTS.

AWARD RECIPIENTS WILL RECEIVE A CASH AWARD OF \$7,500, AN ENGRAVED PLAQUE, AND A FRAMED CERTIFICATE. INFORMATION ABOUT THE AWARD RECIPIENT AND THEIR OUTSTANDING LEADERSHIP WILL BE WIDELY DISTRIBUTED THROUGHOUT THE JUDICIARY.

ELIGIBILITY

ALL CURRENT AND FORMER EMPLOYEES EXCEPT JUDGES OF THE FEDERAL COURT ARE ELIGIBLE. PART-TIME, TEMPORARY AND INTERMITTENT EMPLOYEES ARE ELIGIBLE FOR THIS AWARD. EMPLOYEES OF THE SUPREME COURT, COURTS OF APPEALS, DISTRICT COURTS, COURT OF INTERNATIONAL TRADE, LITIGATION ARE ELIGIBLE. EMPLOYEES NOT ELIGIBLE INCLUDE THOSE OF THE AO, FEDERAL JUDICIAL CENTER (FJC), U.S. SENTENCING COMMISSION, THE TAX COURT, THE COURT OF MILITARY APPEALS, AND ALL AGENCIES OUTSIDE OF THE JUDICIAL BRANCH OF THE GOVERNMENT.

EACH NOMINATION MUST BE FOR A SPECIFIC OPERATIONAL IMPROVEMENT THAT HAS RESULTED IN IMPROVED OPERATIONS RESULTING IN:

- SUBSTANTIAL MONETARY SAVINGS OR COST REDUCTION
- INCREASED PRODUCTIVITY
- IMPROVED CUSTOMER SERVICE
- IMPROVED JUDICIAL OR OPERATIONAL EFFICIENCIES

AWARD CRITERIA

EACH NOMINATION WILL BE EVALUATED ACCORDING (BUT NOT LIMITED) TO THE FOLLOWING CRITERIA:

- ORIGINALITY
- POTENTIAL TRANSFERABILITY TO OTHER COURT UNITS OR OTHER JUDGES
- JUDICIARY-WIDE IMPACT OR TANGIBLE LOCAL IMPACT
- LONGEVITY OF OPERATIONAL IMPROVEMENT

* THE ABOVE EVALUATION CRITERIA SHOULD BE ADDRESSED IN THE ORDER LISTED *

SELECTION PROCESS

ALL NOMINEES WILL BE SCREENED INITIALLY BY A SMALL PANEL APPOINTED BY THE DIRECTOR. THE PANEL WILL INCLUDE ONE OR MORE COURT EXECUTIVES, AND THREE OR MORE AO EMPLOYEES. THE PANEL WILL VERIFY AND CLARIFY NOMINATIONS, AND WILL APPLY THE AWARD CRITERIA TO TRIM THEM TO A REASONABLE NUMBER OF TOP CANDIDATES. A DISTINGUISHED PANEL OF PERSONS FAMILIAR WITH ADMINISTRATIVE PRACTICES IN THE JUDICIARY WILL REVIEW THE TOP GROUP, USING THE SAME CRITERIA, AND RECOMMEND AWARD WINNERS TO THE DIRECTOR FOR HIS FINAL DECISION.

NOMINATION PROCESS

A NOMINATION MAY BE MADE BY ANYONE IN THE FEDERAL JUDICIARY, INCLUDING EMPLOYEES OF THE AO AND FJC. ALL NOMINATIONS MUST BE TRANSMITTED BY THE CHIEF JUDGE OF THE COURT-DISTRICT, CIRCUIT OR BANKRUPTCY-IN WHICH THE NOMINEE IS EMPLOYED, AND MUST HAVE BEEN TRANSMITTED BY THE APPROPRIATE OFFICE HEAD (E.G., CLERK OF COURT, CHIEF PROBATION OFFICER) AND CHIEF JUDGE. THERE IS NO LIMIT TO THE NUMBER OF NOMINATIONS WHICH A COURT CAN TRANSMIT. COURT OFFICIALS ARE ASKED NOT TO SCREEN OUT OR PRIORITIZE NOMINEES.

NOMINATION PACKETS MUST INCLUDE TEN COPIES OF THE FOLLOWING:

- THE 2000 DIRECTOR'S AWARD FOR EXCELLENCE IN COURT OPERATIONS NOMINATION FORM;
- AN AWARD JUSTIFICATION LIMITED TO THREE PAGES WHICH ADDRESS THE ABOVE AWARD CRITERIA SEPARATELY;
- ANY COMMENTS BY THE OFFICE HEAD AND CHIEF JUDGE.

ALL MATERIAL MUST BE RECEIVED NO LATER THAN JANUARY 10, 2000
AT THE FOLLOWING ADDRESS:

DIRECTOR'S AWARD FOR EXCELLENCE IN COURT OPERATIONS
HUMAN RESOURCES DIVISION (HRD)
ADMINISTRATIVE OFFICE OF THE U.S. COURTS
WASHINGTON, D.C. 20544

